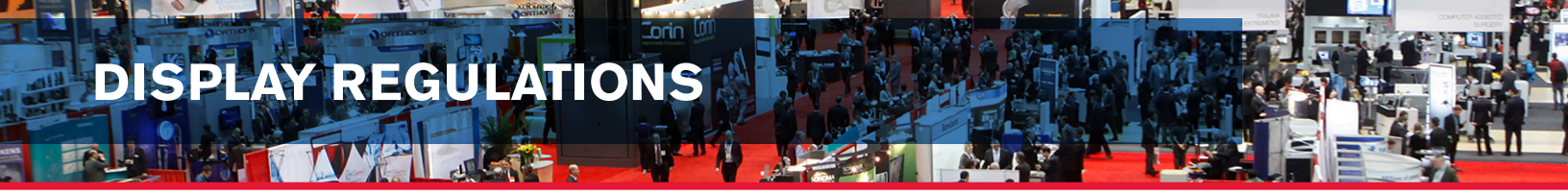


DISPLAY REGULATIONS

BOOTH CONSTRUCTION

1. Americans with Disabilities Act

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act with regard to their booth space, including, but not limited to wheelchair access. Information regarding ADA compliance is available online at: www.usdoj.gov/crt/ada/infoline.htm.

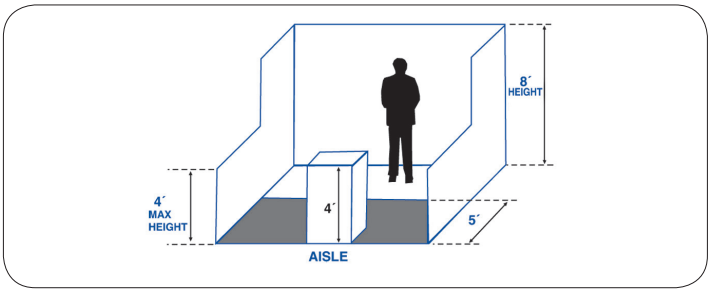
2. Booth Requirements

All exhibits must be confined to the space limits of their respective booth(s) as indicated on the floor plan. All equipment, products, or materials to be displayed or demonstrated must be placed within the exhibit space in order to ensure that the attendee viewing the exhibit will stand within said booth space and not in the aisles.

All exposed parts of displays must be finished to present an attractive appearance when viewed from the aisles or from adjoining exhibits.

3. Linear Exhibit Booths

Linear booths are 100 feet square (10' x 10') or multiples thereof, and consist of 8 feet high back drape and 36 inch high side dividers mounted on aluminum tubular frames. Signs, decorations and equipment may not rise above 8 feet or be placed outside the booth space. Solid construction over 4 feet high must be a minimum of 5 feet back from the aisle. Exposed unfinished sides of the exhibit must be draped to present an attractive appearance. Hanging signs are not permitted. All booths are identified with a booth number label that is affixed on the aisle carpet.



4. Island Exhibit Booths

An island exhibit is an open area of exhibit space with aisles on all four sides. Island exhibits may extend to all outer edges of the booth, but must provide for attendee access into the booth from all four aisles.

a. Aisles may not be obstructed due to any activities within the booth:
   i. Counters must be placed at minimum one foot in from all aisles
   ii. Formal presentation areas are required to be placed a minimum of five feet in from the aisles. Exhibitors are responsible for providing adequate space for presentations and monitoring attendance to prevent aisle congestion. Presentations will be limited or eliminated in situations where overflow continues to be a problem.
b. Raised floors must include ramps for access to the booth space and raised areas that are not ramped must be clearly marked or lighted around the perimeter.
c. Sound systems for formal demonstration areas must be directed into the exhibit space, not facing out toward the aisles, and sound may not exceed 85 decibels.
d. Neither identification sign nor pipe and drape are provided for island exhibits. All exhibits are identified with booth number labels that are affixed on top of the aisle carpet.
e. Floor plans and elevation drawings for island exhibits must be submitted to AAOS for approval by **December 1, 2015**. A form will be provided in the Exhibitor Service Manual. Island booth floor plans are required to ensure that AAOS rules and regulations are followed and provide AAOS with the ability to resolve potential issues before show site. Floor plans should be drawn to scale and include all exhibit components and their dimensions. If not submitted and the construction is determined to be in violation of booth restrictions, AAOS has the right to prohibit assembling of the booth. Island exhibits are subject to show site review and modification where necessary, at the exhibitor's expense.

5. Multi-level Exhibit Booths

A multi-level exhibit booth is an island exhibit booth with a second level. All requirements for island exhibit booths (see above) apply to multi-level exhibit booths.

6. Height Limits

Linear Booths: 8 feet
Island Booths: 25 feet (lighting and truss may be hung above this height)

7. Mobile Units or Trucks

Exhibitors that wish to display mobile units or trucks on the exhibit floor must request approval from the AAOS Exhibits Manager. Requests should be sent to: whitaker@aaos.org by August 3, 2015, and must include specific space requirements.

8. Peninsula or End-Cap Booths

AAOS does not assign peninsula nor end-cap booths. A peninsula booth is bounded by three aisles; an end-cap booth is a linear 10' x 20' booth spanning two *different* aisles.

9. Facility Fire/Safety Guidelines

Following are the requirements regarding acceptable booth configurations from a safety standpoint.

a. All exhibit construction and decoration materials must be flame retardant.
b. Storage of any kind behind back drapes, display walls or inside the display areas is strictly prohibited.

c. All covered exhibits and each level of multi-level exhibits must provide at least one 2-A, 40-BC portable, dry chemical fire extinguisher, mounted in a visible location, near exit doors, and be accessible at all times.

d. Any booth exceeding a 100'x100' footprint should submit their plans in advance to Ashley McLeod, OCCC Event Manager Ashley.mcleod@occc.net.

Guidelines for Multi-level exhibits and any covered exhibit larger than 300 square feet:

a. Enclosed rooms or occupied second level displays must post notice at the bottom of the stairway indicating maximum permitted occupancy.

b. If second level is to be occupied and greater than 300 square feet, two stairways located remotely of each other are required. If second level is less than 300 square feet, one set of stairs is required.
   i. All stairs must be a minimum of three feet in width, equipped with a handrail on at least one side and be a straight run.
   ii. Spiral stairs or winders are not permitted.

c. If the upper level or covered area is greater than 1,000 square feet additional egress will be required.

d. Exhibitors must install a single station and battery operated smoke detector on the interior of each multi-level exhibit or structure regretless of the square footage. The detector must sound an audible alarm and be installed per manufacturer's instruction.

e. All multi-level exhibits and any covered exhibit exceeding three hundred square feet require fire watch personnel.
   i. Fire watch personnel are ordered through the OCCC no less than two weeks before the show moves in. To place an order contact your exhibitor services representative at 407-685-9882.
   ii. Fire watch is required on all show days beginning 30 minutes prior to show opening and ending 30 minutes following show closing.

The OCCC requires that covered exhibits larger than 300 square feet and/or multi-level exhibit booths submit two copies of scaled, engineer stamped and dated blueprints with front and side elevations including rise and tread of the stairs for their review by December 23, 2015. Plans must include:

a. Show name and dates

b. Exhibitor's name and assigned booth number

c. Directional information., i.e., indicate neighboring aisles and/or booth numbers

d. Maximum exhibit height within the booth

Complete details will be included in the Exhibitor Service Manual, are available online at: OCCC Multi-Level Covered Booth Guidelines, and following is the OCCC contact information:

By US Postal Service:
Attn: Ashley McLeod
Event Services
Orange County Convention Center
P.O. Box 691509
Orlando, FL 32869-1509

By Express Delivery:
Attn: Ashley McLeod
Event Services
Orange County Convention Center
9860 Universal Boulevard
Orlando, FL 32819-8706

10. Lighting

Exhibitor lighting must be limited to the confines of the booth space. Lighting that projects onto other exhibitor's space or AAOS aisles or otherwise detracts from the professional atmosphere of the event will not be allowed. Lighting that spins, rotates, pulsates, or other specialized effects must be submitted for approval to the AAOS Exhibits Manager by **December 1, 2015**. Approval will be granted on a case-by-case basis upon inspection on-site at the Orange County Convention Center.

Island booth exhibitors that wish to have facility lights turned off that are within the confines of their booth space must submit requests to OCCC by **December 23, 2015**. No requests will be granted to turn off lights that project over aisle space or other exhibitors' booths.

Island exhibits that include lights hung from an overhead truss system or facility overhead catwalks and/or beams must be placed within the perimeter of the exhibitor's booth space.

The exhibitor is responsible for any costs related to lighting installation and dismantle, including any lights which may be denied approval on-site due to infringing on AAOS aisles, or other areas outside the exhibitor's booth space.

11. Signs

Only professionally printed signs are allowed in the exhibit halls. Forms for ordering booth ID signs and additional signs will be included in the Exhibitor Service Manual.

Booth ID Signs: A 7" by 44" identification sign with company name and booth number will be provided for all linear booths at no charge.

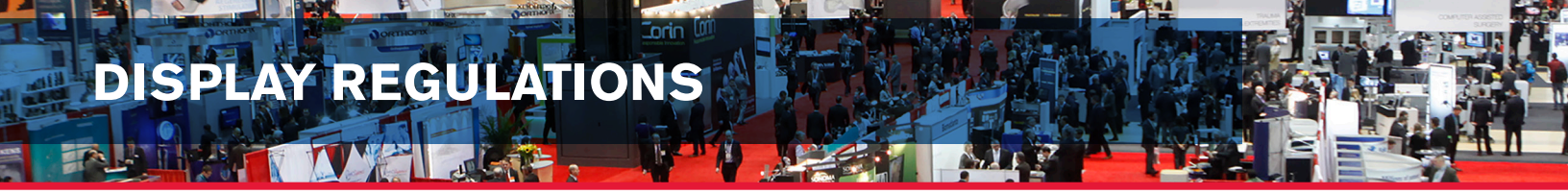
Hanging Signs or Banners: Hanging signs/banners are only available for island booths, and may not exceed the perimeter of assigned booth space. The suspended height limit for signs is 25 feet when measured from the floor up to the top of the sign.

Hanging signs must be received at the warehouse by February 25, 2016, using the "Hanging Sign" shipping label that will be included in the Exhibitor Service Manual to avoid additional fees. The first day hanging signs will be accepted is February 2, 2016.

12. Floor Covering and Carpet

Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or objectionable to AAOS shall, at AAOS's discretion, be carpeted and/or corrected at the exhibitor's expense.

All aisle carpet will be provided by AAOS, and the carpet color will be black and white tuxedo.



DISPLAY REGULATIONS

EXHIBITOR SERVICES AND OFFICIAL CONTRACTORS

13. Exhibitor Service Manual

The Exhibitor Service Manual, containing information and order forms for all exhibitor services and contractors will be available October 15, 2015, online at: www.aaos.org/exhibits.

14. Official General Service Contractor

Freeman has been designated as the general service contractor. General questions regarding any services provided by Freeman (rental furnishing and carpet, material handling, labor, special signage, etc.) should be directed to its Exhibitor Service Department, at Phone: 407-816-7900 or email: FreemanOrlandoES@freemanco.com.

15. Facility Exclusive Services

The following services are to be provided exclusively by the Orange County Convention Center and their service partners:

Catering
Rigging
Telecommunications/Internet
Utilities

16. Union Jurisdictions at the Orange County Convention Center

Full time employees of the exhibiting company may set up and take down their display. All work performed must be within the confines of the exhibitor's booth space. If full-time company employees are utilized to set an exhibit, they must carry company identification such as a medical identification card or payroll stub.

Any labor services that may be required beyond what a company's regular full time employees can provide must be rendered by the local authorized union personnel. The use of workers hired from a non-union agency or company is prohibited.

Stagehand Union Local #835 has jurisdiction via a labor agreement with Freeman for the erection, touch-up, dismantling and repair of all exhibits when this work is done by persons other than your full-time company personnel.

Local #835's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your product, or the performance testing, maintenance or repairs of your products.

Labor will be available based upon advance orders. Following are the applicable rates:

$94.50/hour	**Straight Time** **8:00 AM – 5:00 PM Monday thru Friday**
$141.50/hour	**Overtime** **5:00 PM - 8:00 AM Monday thru Friday** **All day Saturday and Sunday**

Small Forklift and Driver

$202.00/hour	**Straight Time** **8:00 AM to 5:00 PM Monday thru Friday**
$250.00/hour	**Overtime** **5:00 PM - 8:00 AM Monday thru Friday** **All day Saturday and Sunday**

17. Booth Furnishings

Sample charges for advance orders of commonly ordered booth furnishings are as follows:

9'x10' Carpet	**$195.80**
6' Draped Table	**$170.00**
Side Chair	**$66.55**

18. Cleaning/Porter Service

AAOS will provide cleaning service for all aisles. Cleaning service for individual booths will be provided upon request from the individual exhibitor at the exhibitor's expense. AAOS has the right to order cleaning at the exhibitor's expense if booth appearance is unsightly.

Freeman is the exclusive cleaning contractor. No other contractor or cleaning service, including exhibitor-appointed contractors are allowed to perform these services. Following are sample charges for advance orders, subject to change:

Vacuuming Rates:	**100 – 2,000 sq. ft.**	**$0.50/sq. ft.**
	2,001 – 4,000 sq. ft.	**$0.45/sq. ft.**
	4,001 – 10,000 sq. ft.	**$0.40/sq. ft.**

If an exhibitor has giveaways or other booth material items that generate trash, they will need to order porter service to remove empty cartons and or containers. Any exhibitor disposing of cartons, containers or other trash in the aisles will be charged for removal and cleaning.

Porter service includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours. Following are sample advance rates, subject to change.

Under 500 sq.ft	**$123.00 (advanced rate)**
501 – 1,500 sq. ft.	**$134.00 (advanced rate)**
1,501 – 2,500 sq. ft.	**$176.35 (advanced rate)**
Over 2,500 sq.ft.	**Call for Quote**

19. Electrical Services

The OCCC is the exclusive provider of electrical services.

Sample advance electrical charges (which factors for labor to place the specific service ordered) and subject to change, are as follows:

5 AMP/0-500 watts	**$121.00**
10 AMP/1000 watts	**$138.00**
20 AMP/2000 watts	**$173.00**

See the OCCC forms for complete list of electrical services and other utilities, and complete details on services provided.

Prewire and Save! Considerable on-site cost savings can be realized by prewiring and preconnecting electrical equipment. Wherever possible, install standard "twist-lock" receptacles or similar "quick-disconnect" devices at your plant.

Make sure all connections are sealed and that there are no live exposed metal parts that may cause shock or electrical hazard.

20. Security

AAOS will provide 24-hour security to control access to the exhibit halls from the start of move-in to the end of move-out. However, AAOS and the OCCC will not be held responsible for the loss or damage to exhibitor property. Exhibitors are urged to take precautions to protect their own property to discourage theft, and to arrange for appropriate insurance against loss.

21. Telecommunications Services

SmartCity is the exclusive supplier of telecommunication services. Sample advance rates, subject to change, are as follows:

Premium Internet (Shared Service up to 10 Mbps w/ 1 Private IP)	**$1,095.00**
Additional Device for Premium Service	**$150.00**
Dedicated 3 Mbps (includes 5 IP addresses)	**$3,495.00**
Dedicated 6 Mbps (includes 5 IP addresses)	**$5,900.00**
Single Line Phone (includes $125 deposit)	***$275.00***

22. Guidelines for Use of Exhibitor-Designated Contractor (EDC)

Exhibitors may use the services of an outside independent contractor only for the installation and dismantling of exhibits. All other services must be secured through the official contractors.

By **December 1, 2015,** exhibitors planning to use the services of an outside independent contractor for set up and/or dismantle must notify AAOS by completing the "Request for Use of Exhibitor-Designated Contractor" form included in the Exhibitor Service Manual. Exhibitors not providing this request by the deadline date will be required to use labor provided by the official contractor for installation and dismantling.

Exhibitor-Designated Contractors must provide an original Certificate of Insurance to the AAOS Exhibits Assistant by **December 1, 2015,** that:

a. Indicates the policy will be in effect over all installation and dismantling dates, February 24 through March 6, 2016.

b. Indicates comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than $1,000,000 for each occurrence, and an active workers' compensation insurance policy covering all permanent employees and temporary labor hired to perform work during this event is in force over this same period.

c. Names AAOS as certificate holder and as an additional insured.

Upon arrival at the Orange County Convention Center, show proof of affiliation with the exhibiting company or approved exhibitor-designated contractor to receive a work badge that will provide access to the exhibit halls.

Not engage in solicitation of business on the exhibit floor for present or future conventions.

Follow all of AAOS move-in and move-out rules in a timely and professional manner, and must perform duties within established AAOS deadlines.

Adhere to deadlines. Deadlines are not negotiable. If Exhibitor-Designated Contractor information is not received by the deadlines listed the exhibitor will be required to use AAOS official contractors.

MATERIAL HANDLING AND SHIPPING

23. Official Material Handling Contractor

Freeman has been contracted to the exclusive provider for material handling services. Freeman has the responsibility to manage all freight docks/doors and to schedule all vehicles into and out of all designated material handling areas of the AAOS Annual Meeting.

Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facility or designated material handling areas.

All shipments must be prepaid. Collect shipments will not be accepted. Complete details including schedules and shipping instructions will be included in the Exhibitor Service Manual.

24. Accessible Storage

Rates for accessible storage are as follows and are for the duration of the show:

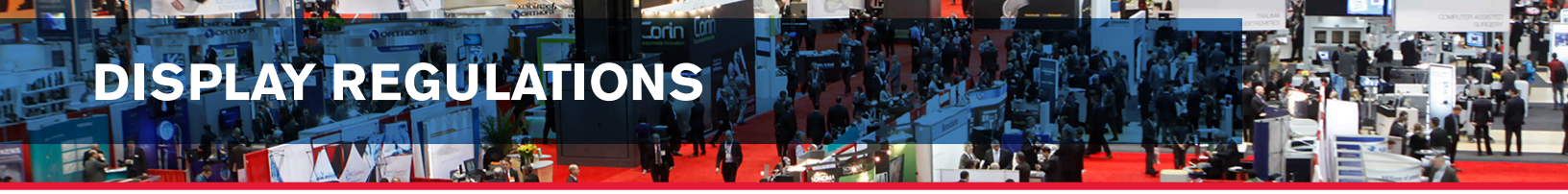
$54.00 per skid	**plus labor, ½ hour labor (two person minimum crew)**

25. Advance Shipping

Advance shipments sent to Freeman's warehouse should be scheduled to arrive between February 2, 2016, through February 25, 2016. Material handling rates for advance shipments are:

$79.00 per cwt.	**for all crated, boxed, or skidded shipments**

Loose/uncrated shipments will not be accepted at the advance warehouse. Rates are round trip and inclusive of overtime move-in and move-out and any applicable special handling surcharges.



DISPLAY REGULATIONS

Advance shipping rates include receiving of crated shipments at the warehouse, up to 30 days storage, delivery to the booth during designated move-in days and hours, handling and storage of empty crates, and reloading for outbound shipment during the designated move-out days and hours.

26. Direct Shipments

Material handling rates for all direct shipments to the Orange County Convention Center are:

$77.00 per cwt.	**Crated or skidded shipments**
$105.50 per cwt.	**Loose/Uncrated or pad wrapped shipments**

Rates are round trip and inclusive of overtime move-in and move-out and any applicable special handling surcharges. Shipments must arrive on or after the appropriate date assigned based on the "Target-move-in" floor plan. Detailed information will be provided in the Exhibitor Service Manual.

27. Small Packages

Direct shipments of 30 pounds or less will be charged a special small package rate. Rates are inclusive of overtime loading and unloading and any applicable special handling surcharges per shipment:

$51.50	**per shipment**

28. Mixed Shipments

A mixed shipment is defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated. Mixed shipments will be charged at 50% the rate for crated materials and 50% the rate for loose/uncrated materials unless certified weight tickets accompany the shipment that specify the separate weights of the crated and loose/uncrated portions of the shipments.

29. Return Shipments

Arrangements for all outbound shipments must be made with Freeman prior to the close of the show. A return material handling order form will be required for each outbound shipment at the close of the show. **Outbound material handling order forms should not be left in exhibit booths or on materials to be shipped.** All material handling forms should be delivered to the Exhibitor Service Center as soon as the materials are ready for shipment. If shipments are to be sent by a specific carrier, that carrier must be indicated on the material handling form. If no carrier is indicated on the material handling order form, the official material handling contractor will select the most convenient carrier available. Official carrier representatives will be on-site to discuss shipping needs.

30. Deliveries

Deliveries should be sent care of (C/O) Freeman Exposition Services either to their advance warehouse or direct to the Orange County Convention Center (via Freeman's Marshalling Yard) only during designated move-in hours to Freeman's attention to ensure exhibit materials are delivered properly. Please refer to the shipping instructions in the exhibitor manual for more details. Contract delivery personnel will not be badged and cannot gain access to the exhibit floor.

31. Marshaling Yard

A vehicle marshaling yard will be utilized for the AAOS 2016 Annual Meeting to ease congestion at the Orange County Convention Center and maximize the utilization of available dock space. All delivering carriers and trucks, including privately owned vehicles (POV's) must check in first at the marshaling yard to be assigned a number and position to be unloaded. This same process will be in effect during the move-out of the show.

32. Exhibitor Material Handling

An exhibitor may only move material that can be hand-carried by one person in one trip and are not permitted access to the loading/freight door areas. The use or rental of dollies, forklifts, flatbeds, or other motorized, hydraulic, or mechanical equipment is not permitted.